

SECTION: CERTIFICATION

SUBJECT: Designated Recipients of Food Instruments

ITEM: *Designation of Alternate and Proxy*



Purpose The purpose of this policy is to permit WIC participants to designate an alternate individual to obtain and redeem food instruments, or a proxy to pickup food instruments only, when the participant is unable to attend a WIC appointment, while supporting the nutrition education mission of the WIC Program by defining limits to the use of alternates and proxies.

Policy WIC participants, including parents or caretakers applying on behalf of an infant or child, may designate an individual to act as their alternate or proxy when the participant is unable to attend the WIC appointment or is unable to redeem the food instruments at a WIC authorized grocer. An alternate may obtain and redeem food instruments for the participant. A proxy may only pickup food instruments for the participant but may not redeem the food instruments. Parents or caretakers applying on behalf of an infant or child participant are not alternates or proxies.

NOTE: The term “Caretaker” is defined in WPM 210-15.

Authority 7 CFR 246.2, 7 CFR 246.12

Alternate An alternate is a family member of the participant; a resident of the same household as the participant; or an individual who has significant knowledge of the nutrition, health and family history of the participant.

An alternate may act on behalf of no more than one certified family unless otherwise determined by the local agency and documented in the Integrated Statewide Information System (ISIS), Family Comments screen.

When obtaining food instruments on behalf of an absent participant, the alternate is also expected to attend all nutrition education contacts (group and individual) scheduled for that appointment.

The participant may only designate up to two alternates and the names of the alternates shall be documented in ISIS.

Proxy

A proxy is an individual designated by the participant to pick up food instruments. At the local agency's discretion, the proxy may attend nutrition education but the encounter shall not count as one of the required nutrition education contacts for the participant.

A proxy may act on behalf of no more than one certified family.

Proxies shall obtain no more than one-month of food instruments for the participant unless otherwise determined by the local agency and documented in ISIS Family Comments.

To obtain food instruments for an absent participant, the proxy must present his/her identification; the participant's WIC Authorization Folder; and an originally signed and dated note from the participant authorizing the proxy to pick up the food instruments. A new note is required each time a proxy picks up food instruments for the participant.

The local agency shall retain the proxy note in the agency's files and enter the proxy's name in the proxy field in ISIS.
